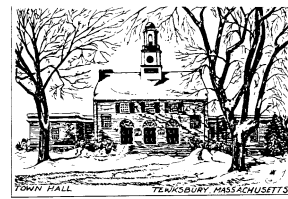


Town of Tewksbury

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

OFFICE OF TOWN CLERK



DENISE GRAFFEO, CMC/CMMC
TOWN CLERK

Phone: 978-640-4355
Fax: 978-851-8610
dgraffeo@tewbury-ma.gov

TOWN OF TEWKSBURY ELECTION DAY COVID-19 PLAN

DATE OF ELECTION: Tuesday, November 3, 2020 State Election

POLLING HOURS: 7:00 AM to 8:00 PM. Election workers will arrive at 6:00 AM to begin the preparation for opening the election.

METHODS OF VOTING: Vote By Mail, In-Person Early Vote, or Vote at your Polling Location on Election Day

Vote By Mail

There are three ways to apply for a 2020 Vote By Mail Ballot:

Download and complete a [2020 VOTE BY MAIL APPLICATION](#), sign and send:

[By Mail](#) to Town Clerk's Office, 1009 Main Street, Tewksbury, MA 01876

[By Fax](#) to (978) 851-8610

[By Email](#) to townclerk@tewbury-ma.gov

TRACK YOUR APPLICATION AND BALLOT

In-Person Early Voting - Town Hall ~ 1009 Main Street ~ Tewksbury, MA

An application is not required to vote early in person...just show up and vote!

Day	Date	Hours
Saturday	10/17	9:00 AM - 2:00 PM
Sunday	10/18	9:00 AM - 2:00 PM
Monday	10/19	7:30 AM - 4:30 PM
Tuesday	10/20	7:30 AM - 4:30 PM
Wednesday	10/21	7:30 AM - 4:30 PM
Thursday	10/22	7:30 AM - 4:30 PM
Friday	10/23	7:30 AM - 4:30 PM
Saturday	10/24	2:00 PM - 8:00 PM
Sunday	10/25	9:00 AM - 2:00 PM
Monday	10/26	7:30 AM - 4:30 PM
Tuesday	10/27	7:30 AM - 4:30 PM
Wednesday	10/28	7:30 AM - 4:30 PM
Thursday	10/29	7:30 AM - 4:30 PM
Friday	10/30	7:30 AM - 4:30 PM

Vote at your Polling Location on Election Day – Tuesday, November 3, 2020

Polls Open from 7:00 A.M. to 8:00 P.M.

CHECK YOUR POLLING LOCATION

STAFFING AND STAFF PERSONAL PROTECTION PROTOCOLS: Town Clerks and election workers are considered essential non-medical workers and are not subject to stay-at-home orders or advisories unless under separate isolation or quarantine orders from the Board of Health. The Town Clerk has reached out to the usual election workers and informed them of the changes to this election.

A minimum staff of seven (8) **poll workers** for each precinct will be required on Election Day:

- Two at Check-in
- One at Ballot Box
- One to perform sanitization duties
- One Warden - Officer in charge of the poll
- One Clerk - keeps the record of all proceedings during the election and assists the Warden
- One Teller - at the end of the night (7:45 PM) to help tally write-ins and hand count auxiliary ballots

Maintenance staff will be employed to perform the cleaning (mentioned below) between each voter.

Additionally, the law provides that a **Police Officer** at each polling place shall preserve order and take the necessary steps needed to avoid interruptions and disturbances at each polling place and to keep access to and the egress from the polling place open and unobstructed.

The Town Clerk will ensure a list of an adequate number of election workers for Election Day keeping in mind DPH guidelines. All higher risk individuals should avoid close contact with other individuals. Higher risk individuals include older adults, anyone with underlying health conditions, such as heart or lung disease or diabetes, anyone with weakened immune systems, and anyone who is pregnant.

Election workers will be informed that they are to contact the Town Clerk if they have experienced any COVID-19 symptoms or been exposed to anyone with a confirmed case of COVID-19 within 14 days prior to the election. In those cases, they will be asked not to participate in this election.

A safer staff training email for all elections workers will be sent prior to election which will include Personal Protection Protocols (PPPs) including proper handwashing techniques, proper mask wearing, use of hand sanitizer, etc.

The Town Clerk will request that all Election Workers Early Vote by Mail, to eliminate them having to leave for a period of time to vote in person at their polling location.

POLLING STATION LAY OUT: All precincts will be suited for a one-way traffic flow to avoid face-to-face encounters and maintain a six-foot separation of workers and voters. Voters will be allowed to enter and exit the precincts through different and separate doors. The only exception to this traffic flow will be to assist voters with disabilities. Whenever possible, Entry/Exit doors will be propped open, so that no one has to touch handles/doorknobs. (weather-permitting)

ELECTION DAY:

- All elections workers, maintenance staff and police officers will be required to wear masks while present at the polling location. Masks will be provided.
- Protective shields will be placed on check-in and precinct warden's tables.
- Voters will be strongly advised to either wear a mask or some kind of facial covering before entering the building.
- Election observers or members of the media will be advised to wear masks.
- Election workers will wash their hands often during the day.
- Hand sanitizer will be placed at the exit of the buildings as well as near election workers.
- Election workers will keep a six-foot distance from each other at all times.
- Physical distance markers will be set up at the entrance to each precinct marking six foot intervals.
- Directional and spatial arrows will be taped to the floor or walls.
- Voting booths will be spaced at least six feet apart.
- Pens will be cleaned with disinfecting wipes between every voter.
- Throughout the day election staff will sanitize voting booths and tables with disinfecting wipes. (Be certain surface is dry before allowing a voter to place their ballot because wet ballots may cause problems with the tabulator.)
- Throughout the day maintenance staff will sanitize frequently touched surfaces such as hand rails, elevator buttons, door handles, bathrooms, etc.

CLOSING THE ELECTION:

- Election workers will continue to wear masks and keep a six-foot distance from each other while gathering the cast ballots, counting any write-ins or counting ballots in the auxiliary compartment of the tabulator.
- Election workers will use hand sanitizer or thoroughly wash their hands before assembling the cast ballots and when they leave for the evening.
- The Town Clerk will secure the cast ballots in the vault.